

Pre-processing and Submitting a Payroll

Pre-Processing a Payroll

Pre-processing lets users check the totals of the payroll without actually processing. Pre-processing does not, however, update liabilities, targets, FUI, SUI, or Time Off Accruals. To verify payroll totals prior to processing, pre-process the payroll and then run the Payroll Register Report (S109) against the waiting payroll. Pre-processing can be done as many times as necessary.

1. Go to the [Payroll - Payroll - Payroll tab](#)
2. Select the waiting payroll and click the **Pre-Process** button
3. Click **OK** in the pop-up screen that opens asking if you want to pre-process this payroll
4. The payroll is pre-processed.
5. Verify the totals

Submitting a Payroll

Depending upon the users' security setup, the payroll either pre-processes automatically, or sits in a queue awaiting approval and processing

There are two methods for submitting the payroll:

1. Click the **Submit Payroll** button on the [Payroll - Payroll - Payroll tab](#). The payroll is processed normally
2. If a Payroll Specialist is needed to review the payroll, click the **SB Review** button on the Payroll tab.
 - Evolution submits the payroll, but puts it on hold and prompts the user to email the Payroll Specialist.
 - The Payroll Specialist reviews the payroll, addresses any issues, and processes the payroll.

Once the payroll is submitted and waiting to be processed, the Employee screens are locked until it is processed to protect the integrity of the data in the payroll. Payrolls cannot be deleted when the payroll is in a **C** or **I** Status (see table below). When the job is completed, the payroll has a **P** status on the [Payroll – Payroll - Payroll tab](#).

Payroll Statuses

Status	Description
C	Completed and on the queue waiting to be processed (either Operations - P
P	Processed
V	Void
W	Waiting to be processed
H	On hold waiting to be approved by the service bureau

Y	Pre-processing
I	In the task queue verifying numbers
B	Waiting for service bureau review in the Operations - Approve Payrolls Queue